TO: GRANTEES  
FROM: Dr. H. M. Weaver  
        Director of Research  

December 18, 1947

This is to remind you that the National Foundation's Rules Governing Grants call for a semi-annual progress report and a semi-annual financial accounting as of June 30th and December 31st. These reports covering the six months period ended December 31, 1947 should be forwarded to the National Foundation prior to January 31, 1948.

The financial accounting should be rendered on the forms enclosed, and one copy should be returned to the National Foundation. The financial accounting should be signed by a representative of the University Accounting office and must be in at least as much detail as the budget as approved by the National Foundation.

The progress report of activities carried out by you and your associates under the grant from the National Foundation should be comprehensive in nature. These reports serve not only as a basis for scientific knowledge, but are documentary evidence reviewed by the National Foundation in considering any subsequent applications for renewal or extension of the grant. The progress report should set forth definitely the amount of work and the nature of investigation carried out under each phase or portion covered in the purpose of the grant. If one or more phases of the study have not been followed, this should be indicated and reasons stated for not having carried out the originally proposed program. The report should also include new leads that have been opened and are to be followed and such conclusions as you are in a position to draw; report of all papers published or submitted for publication; report of exhibits or activities carried out; and list of public or scientific lectures. The report will be treated as confidential.